

Job Announcement

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Opening Date:	September 1, 2006	Closing Date:	Open until filled
Job Title:	Judiciary Training Specialist	Position Type:	Regular Full Time
PIN	001280	FLSA Status:	Exempt
Location:	Administrative Office of the Courts Human Resources Department Annapolis, MD	Grade/Salary Range:	J12 \$39,866 - \$58,516
Financial Disclosure:	Yes	Entry Range:	J12 \$39,866 - \$47,555 (Depending on Qualifications)

Regular State employees are subject to promotion/demotion policy

Essential Functions: The primary responsibility of this position is to develop and conduct state-wide training programs for judiciary employees (excluding judges), to include career skills training, legal compliance training, supervisory/managerial training and similar subjects; to conduct needs assessment, research subject matter, and provide support in the development and implementation of short and long term training plans and training program logistics; to coordinate development of course curriculum and materials using a variety of training methods, and to include working with internal and external resources to produce audio/visual aids for program presentation. In addition, the position will assist in creating new educational programs and college partnerships. The position assists in determining long-range training requirements and is responsible for developing and implementing training programs to meet those needs. The position functions independently and receives general administrative direction from the Manager, Professional Development Unit. Work may involve special physical demands, such as moving boxes of training materials and equipment. Training is conducted on-site in a training facility, at other court/office locations throughout the state, or via tele-conferencing or web access. Some in-state travel is required. Performs other related duties.

Education: Bachelor's degree from an accredited college or university in Education, Instructional Design or a related field.

Experience: Three years of professional work experience in employee training development or professional teaching experience in an adult environment.

Preferred: Proficient use of presentation software, such as Power Point.

Skills/Abilities: Knowledge of the objectives of staff development and training, and its role in public administration; methods of identifying staff development and training needs; techniques of group leadership and standard training methods, techniques and resources available; functional job analysis; theory of employee motivation and behavior; ability to identify staff development and training needs within specialized areas or for specialized groups; develop innovative training programs and curriculums; analyze complex training problems and develop practical solutions; integrate creative training activities within a specialized career development program; work with educational institution staff to establish college career enhancement programs for judiciary staff; present training material in an effective manner; excellent research, organizational and presentation skills; proficient use of computer applications. Ability to perform all essential functions of the position. *Bi-lingual candidates are encouraged to apply.*

Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title, PIN, and location. The Human Resources Department will not be responsible for applications/resumes sent to any other address.

Maryland Judiciary
Human Resources Department
580 Taylor Ave., Bldg. A-1
Annapolis, MD 21401
Email: jobs@mdcourts.gov (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Applicants must be United States citizens or eligible to work in the United States.